

(Bosoff in Registrar
Staff / OTR)

D-R-A-F-T

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Medical Staff

SUBJECT Reorientation in Supervisory Responsibilities

1. Mr. McCone has directed that an intensive, formal program be inaugurated immediately to impress upon all categories of Agency managers and supervisors the essential nature and significance of the behavioral and moral obligations inherent in supervisory responsibilities. A one-day program has been designed by the Office of Training to make clear the Agency's interest in better supervision of personnel, to point out some current weaknesses, and to alert all concerned to the dangers to the Agency and its mission which have resulted and can result from failures in good supervision. Specifically, emphasis is to be placed on the critical necessity for supervisors to observe impeccable standards of objectivity, integrity and impartiality in dealing with subordinates.

2. The presentations in this program will be made by senior CIA Officials, including the Director of Central Intelligence or the Deputy Director of Central Intelligence. [redacted] OIR, is organizing the program. The day's session promises to be informative, interesting, and challenging.

3. It is Mr. McCone's desire, further, that the Reorientation in Supervisory Responsibilities be attended by all staff employees who:

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- a. are in Grade GS-14 or above, or
- b. are in Grade GS-13 or below and customarily prepare fitness reports on two or more subordinate employees.

4. The first offering of the Reorientation in Supervisory Responsibilities is scheduled for 10 April 1964. This running is intended specifically for managerial and supervisory personnel in components of the DDS in the Washington Area. The program will run from 0900 to 1600. Attendance will be checked at the door of the auditorium and a permanent record of attendance will be compiled.

5. Each Office Head will appoint an Office Coordinator who will be responsible for notifying those who will attend and will serve in a liaison role with OTR's coordinator, [redacted] of the OTR Registrar Staff (x3056). The name of the Office Coordinator should be given to Mr. [redacted] immediately. Office Heads should submit to me by 2 April 1964, a list of personnel on duty in their Offices who will attend the reorientation on the basis of the [redacted] three. [redacted] On this list, at least half of those named should be identified to attend the initial presentation on 10 April. More specific figures and quotas will be furnished by OTR following compilation of the lists. A date for the second presentation for DDS personnel will be announced later.

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6. Office Heads are urged to make this project a matter of personal attention and to exert the necessary influence of their positions to insure compliance with the DCI's wishes.

L. K. WHITE
Deputy Director
for Support